Procurement Process Update

Procurement Guidance

Frequently Asked Procurement Questions

Q. What do I do when I receive a shipment?

When you receive a shipment, you need to acknowledge receipt. The first step is to find out whether the purchase was processed by VITA or by Northrop Grumman. To do this, check the suffix on the PO number. Suffixes ending in "-4000" indicate the purchase was processed by VITA, and "–7250" indicates it was processed by Northrop Grumman. If the purchase was processed by VITA, go through eVA to complete your receipt acknowledgement. If the purchase was processed by Northrop Grumman, send the packing slip to: EMAIL Terrence.Milo@ngc.com; or FAX (703) 995-4401 or (804) 371-2192.

Q. Is there a plan to shift to central receiving for IT goods?

In the next few months, Northrop Grumman plans to begin receiving IT goods purchased by Northrop Grumman at a central receiving site. This change will relieve the agencies of the responsibility for receiving these goods. Additional details will be provided prior to implementing this new process.

Q. How do I know if a procurement is incremental to our agency's rate?

Once a procurement request (PR) is entered into eVA, the business reviewer will price the solution. At the time that the AITR approves the PR, the cost shown is what the agency will be charged. If the cost is $0, that indicates it's included in the standard rate. Any amount other than $0 indicates that it's incremental to the standard.

Q. What is the "watcher" role in eVA and how do you set it up?

In eVA, a "watcher" can be designated by the agency to view all procurements for that agency. Although this role cannot be limited to IT procurements, it can be limited to a particular workflow. To set up "watcher" role(s), contact the eVA security officer for your agency or contact the Department of General Services (DGS) account representative.

Q. Do AITRs receive special notification when there's an IT purchase order?

Yes, AITRs, and/or their designees, are now receiving e-mails from VITA Supply Chain Management (SCM) when a purchase order is complete. Previously, the person making the order was the only one to receive the e-mail.

Urgent Procurements

If you have an urgent procurement, proceed as follows:
1. Agency personnel notify AITR or designee of the urgent need
2. AITR or designee validate need for designation as urgent
3. VITA Agency Performance Manager (APM) is notified by AITR or designee
4. APM is responsible for monitoring the procurement and advising the AITR or designee of the status
5. If the acquisition is not timely, AITR escalates to CAM Director or Director of VITA SMO

Contact Information

Northrop Grumman procurement inquiries: vitapo@ngc.com

Northrop Grumman IT asset management: ITAssetManager@ngc.com

VITA procurement inquiries: evaorders@vita.virginia.gov

Hardware or software contract questions: AskNGContracts@ngc.com

Enterprise License for Microsoft Products

A new Enterprise License Agreement (ELA) was signed with Microsoft on March 22 and is retroactive to March 1. This ELA replaces all previous VITA-managed Microsoft enrollments for in-scope executive branch agencies (see list below for specific enrollments). The new agreement includes Office Professional Plus for all seats, Windows Pro updates to ensure desktop operating systems are current, and licenses for Exchange, SharePoint, System Management, Windows Server, and Live Communication Server.

The lists below show current enrollments affected by this change, and agencies holding educational licenses. For those agencies holding educational licenses, there have been no changes to the contracts or licenses. VITA and Northrop Grumman are working with Microsoft to renew and manage the agreements in the most cost effective manner. In the next few weeks, more detailed information on any new license agreements and the impacts to your agency will be provided.

Please note: On March 9, 2007, the partnership requested Microsoft to direct their reseller to stop sending notices to agencies. If you receive a notice from Microsoft after the March 9th date, and you have concerns about a notice you received, contact your Customer Account Manager.

Current enrollments affected by this change

Virginia Dept. of Human Resource Management
VITA - SCB and DMBE
VITA - Dept. of Corrections
VDOT
VITA - Dept. of Transportation
Department of Motor Vehicles
VITA - Dept. of Motor Vehicles
VITA - Dept. of Social Services
Virginia Dept. of Health Professions
VITA - Catawba Hospital
VITA - Commonwealth Center for Children & Adolescents
VITA - Western State Hospital
Southern Virginia Mental Health Institute
Virginia Dept. of Historic Resources
Virginia Dept. of Emergency Management
Virginia Division of Forensic Science
Virginia State Police
VITA - Virginia Information Technologies Agency

Agencies holding educational licenses: no changes to these contracts

Secretary of Education
Virginia Dept. of Human Resource Management
Department of Education
Frontier Culture Museum of Virginia
Gunston Hall
Jamestown-Yorktown Foundation
State Council of Higher Education (SCHEV)
The Library of Virginia
The Science Museum of Virginia
Virginia Commission for the Arts
Virginia Museum of Fine Arts
Secretary of Health and Human Resources
School for Deaf and Blind & Multi-Disabled at Hampton
School for Deaf and Blind at Staunton
Secretary of Natural Resources
Virginia Museum of Natural History
Secretary of Public Safety
Department of Correctional Education